

INDEX TO VOLUME 34

SEPTEMBER, 1953 — JUNE, 1954

- Administration, see Boggess, Collins, Hicks, Latzer, Satlow, Sweetland
- Altman, Dr. Samuel P. G., Take a Picture (Statistical) of Your Graduating Class, Ja 25
- Another Simplified Keyboard, D 11
- Application Letters, see Hay
- Arithmetic, see Gehrig, Heiges, Huffman, Rosenblum
- Audio-Visual Aids, see Caulfield, Gibson, Packer, Survey (D 21)
- Automobile Insurance, How to Present a Unit on, O 14
- Balance Sheets Build Security, O 37
- Balsley, Dr. Irol Whitmore, Business Stationery Practices, Ap 11
- Barber, Katherine, Fundamental Problems in Distributive Education, Jn 19
- Barrard, Sara L., How I Teach the Ribbon Change, N 25
- Basic Social-Study Techniques Applicable to a Consumer Class, Jn 16
- Bell, Robert E., My Favorite Devices for Teaching Transcription, O 35
- Bernard, Louise, How to Use the DE Training Profile, S 26
- Best of the Best, F 38, Ap 42
- Boggess, Louise, Modern Planning for Business Training in Carlsbad, Calif., O 9; in South San Francisco, S 13; The New San Francisco State College, Jn 13
- Bond, Richard W., Make Your Own Desk Lectern, S 32
- Bookkeeping, see Briggs, Freeman, Garrison
- Bookkeeping Contest Rules, O 37, N 20, Ja 20, F 24, Mr 33, Ap 32, My 34
- Brendel, Leroy A., How to Teach "Instant Indexing," N 21
- Brice, Donald, Now You Can Buy Dictation on the Road, Ja 31
- Briggs, Milton, Balance Sheets Build Security, O 37; Do Your Students Know Their Technical Vocabulary, My 24; Pitfalls in Journalizing, N 20, in Posting, D 18; Teach "Loss" as Well as "Profit," Mr 33; The Columnar Cash Journal, Ap 32; Three Fundamental Bookkeeping Formulas, S 25; Trial-Balance Trouble, Ja 20
- Budish, Bernard Elliott, My favorite devices for making shorthand lively, S 12
- Bulletin-Board Displays, D 12, F 30, Mr 19, 22, Ap 19, My 17-23
- Bulletin-Board Projects, My 20
- Business Department Goes on TV, The, S 23
- Business Education World's 17th Annual International Bookkeeping Contest, F 24, Jn 32
- Business Law Exhibit, F 30
- Business Letters, see Balsley, Garen, Hay, Henning, Krause, Mulkerne
- Business Scene, see Special Features
- Business Stationery Practices, Ap 11
- Buying an Education, Projects in, Ap 17
- Cambier, Dennis, Practical Business Experiences Should Start with Work Right in the School, F 19
- Caplan, Samuel W., Distributive Education, S 30, O 42, N 30, D 34, Ja 30, F 34, Mr 38, Ap 40, My 32, Jn 40
- Caulfield, Phyllis, How to Build Your Audio-Visual Materials File, D 25
- Challenge in Teaching Shorthand, Jn 23
- "Charge It, Please!" F 29
- Christmas in the Classroom, D 12
- Chronological Filing practice drills, Mr 30, 31
- Classroom Layout, see Boggess, Duckwall, Kubik, McGill, Schmidt
- Clerical Practice, see Huffman
- Collins, Dr. Marian Jo, Preparing Your Orders for Supplies, My 14
- Connelly, Mary E., Typing Drills for Number Control, Ap 36, My 28, Jn 28
- Consumer Education, see Dunbar, Heimerl, Kiiskila, Maxwell
- Cooley, Kathryn, Summer School: Three F's, Ap 31
- Curriculum Planning, see Sweetland
- Dickinson, Prof. Tilly S., An Integrated Testing Program, Mr 27
- Dictation Tapes, see Brice, Gregg
- Discussion Leader, Ja 28
- Distributive Education, see Special Features; also Dunbar, Kneeland and Bernard, Krawitz, Miller, Rockafeller
- Do Direct-View Copyholders Help Typing Students, F 11
- Do Your Students Know Their Technical Vocabulary, My 24
- Dodson, Lemuel C., Fundamental Problems in Distributive Education, Jn 19
- Duckwall, Rida, Cupboards at Emporia State, The, D 14; Transcribing Machines: For Shorthand Practice, O 27
- Dunbar, Florence Wissig, Projects Make Consumer Studies More Interesting to the Student, O 33
- Duplicating, see Huffman
- Dyer, H. M., My favorite device for shorthand theory, N 26
- Exploring More Mysteries in Transferring the Skill of Manual and Electric Typists, Ap 14
- Favorite teaching devices: for Bookkeeping, Jn 21; Filing, N 21; Selling, N 12; Shorthand, S 12, N 26, My 12; Spelling, My 12; Transcription, O 35, F 26, My 12; Typewriting, My 13
- Fedor, Laddie J., Exploring More Mysteries in Transferring the Skill of Manual and Electric Typists, Ap 14
- Filing, see Brendel, Hale, Huffman; also Projects
- Filing: Teaching the Use of Cabinets, O 19
- Filmstrips, A new series of, My 32
- Finance, see Gane, Maxwell, Pearson, Pursell
- First Lesson in Typewriting, The—When You Use Electric Machines, N 23
- Fosdick, Marion E., Shorthand Carols, D 13
- 14 Principles to Follow in Setting Up a Clerical-Practice Course, S 16
- Frakes, John C., "We Did Something about Correct Telephone Technique," O 22
- Freeman, Dr. M. Herbert, Bookkeeping Class, September, S 19
- Frequencies (3-letter sequences), see Moran
- Fundamental Problems in Distributive Education, Jn 19
- Gamble, Joan, My favorite shorthand teaching device: A Class Newspaper, My 12
- Gane, Dr. F. H., A New Appraisal of the Small-Loan Business, My 9
- Garen, Pearl E., What Business Letters Really Look Like, Mr 32
- Garrison, Lloyd L., Favorite Devices in Teaching Bookkeeping: Vocabulary Boosters, Jn 21
- Gavin, Ruth, How to Set Up a Transcribing Routine, Mr 29
- Gehrig, Earl A., 60-Day-6% or 360-Day-1%, S 18
- General Business, see Balsley, Kiiskila, Himstreet, Lloyd, Maxwell, Murray, Musselman, Price, Rosenblum, Selden
- Getting Ready for September, S 21
- Getting Support, F 32
- Getting Together on Researches, D 29
- Gibson, Dr. E. Dana, How to Become a Projection Expert, D 23; Transcribing Machines: If You Cannot Buy Them, Rent Them, O 29
- Go After What You Need in Your Typing Laboratory, D 7
- Goodwin, Gretchen, How Colby J. C. Uses SoundScriber Recordings for Shorthand Practice, F 23
- Green, Helen Hinkson, The Business Department Goes on TV, S 23; Summer School: Ah, Scholars, Ap 29
- Green, M. Louise, Do Direct-View Copyholders Help Typing Students, F 11
- Gregg Awards Program, F 15; changes for September, Jn 18
- Gregg Extends Its Dictation Tapes, N 26
- Gress, John J., I Had to Put on a Television Demonstration, Jn 12; Using Slides in Typewriting, Ap 33
- Gross, Dr. Philip S., Learning the Keyboard by the "Tuch-Rite" Method, Mr 26
- Hagar, Hubert A. (obituary), O 42
- Hale, Jordan, Filing: Teaching the Use of Cabinets, O 19; A Routine and Materials for Teaching Chronological Filing to Slow Learners, Mr 30
- Hansen, Dr. Kenneth J., Professional Reading, S 31, O 43, N 31, D 35, Ja 31, F 35, Mr 39, Ap 41, My 33, Jn 41
- Hay, Robert D., What Businessmen Want in Application Letters, S 7
- Hecht, Joseph C., My favorite device for teaching selling, N 12
- Heiges, P. Myers, Some Number Drills for Students of Record Keeping, Mr 12
- Heimerl, Ramon P., Ten Basic Social-Study Techniques Applicable to a Consumer Class, Jn 16
- Henning, Virginia D., Letter Placement by the One-Inch Judgment Method, Jn 30
- Hicks, Dr. Charles B., How to get the Equipment You Need for Your Secretarial-Practice Course, Ja 23; to Maintain Student Interest in Your Secretarial-Practice Course, Mr 35; to Meet Individual Differences in Your Secretarial-Practice Course, My 16; to Organize Group Projects for Your Secretarial-Practice Course, Ap 21; to Organize the Subject Matter of Your Secretarial-Practice Course, F 13; to Overcome Common Problems in Your Secretarial-Practice Course, Jn 25
- Himstreet, William C., Try a Local-Industry Approach, Mr 23
- How Colby J. C. Uses SoundScriber Recordings for Shorthand Practice, F 23
- How Emporia Remodeled Its Faculty Offices, N 10
- How I Teach the Ribbon Change, N 25
- How Much Arithmetic in Clerical Practice, N 16
- How Much Calculating Machine Instruction in Clerical Practice, Mr 13
- How Much Duplicating in Clerical Practice, D 19
- How Much Filing in Clerical Practice, O 17
- How Much Office Routine in Clerical Practice, F 9
- How Much Typing in Clerical Practice, Ja 11
- How to Become a Projection Expert, D 23
- How to Build Your Audio-Visual Materials File, D 25
- How to Get Good Class Discussion, Ja 27
- How to Get the Equipment You Need for Your Secretarial-Practice Course, Ja 23
- How to Maintain Student Interest in Your Secretarial-Practice Course, Mr 35
- How to Meet Individual Differences in Your Secretarial-Practice Course, My 16
- How to Organize Group Projects for Your Secretarial-Practice Course, Ap 21
- How to Organize the Subject Matter of Your Secretarial-Practice Course, F 13
- How to Overcome Common Problems in Your Secretarial-Practice Course, Jn 25
- How to Set Up a Transcribing Routine, Mr 29
- How to Soup Up a Typewriter, F 18
- How to Teach "Instant Indexing," N 21
- How to Teach the Financial Page, D 16
- How to Use Royal's "Carriage-Tension Control," F 18
- How to Use the DE Training Profile, S 26
- Huffman, Harry, 14 Principles to Follow in Setting Up a Clerical-Practice Course, S 16; How Much Arithmetic in Clerical Practice, N 16; How Much Calculating Instruction, Mr 13; Duplicating, D 19; Filing, O 17; Office Routines, F 9; Typing, Ja 11; Visual Display, My 17
- I Had to Put on a Television Demonstration, Jn 12
- Insurance, (automobile) O 14, (life) N 15
- Jensen, Junne W., Christmas in the Classroom, D 12
- Kiiskila, Roy, "Charge It, Please!" F 29
- Kneeland, Dr. Natalie, How to Get Good Class Discussion, Ja 27; How to Use the DE Training Profile, S 26
- Krause, Ruthetta, What Should We Teach about Paper, F 21
- Krawitz, Myron J., Getting Support, F 32
- Kruger, Ellen, Punctuation Previews, F 26
- Kubik, Betty Martin, Modern Planning for Business Training: The Hamilton, Ohio, D.E. Room, N 18
- Latzer, Prof. Paul J., We Must Learn from "T.W.I.," F 7
- Learning the Keyboard by the "Tuch-Rite" Method, Mr 26
- Leslie, Louis A., Quoting Doctor Gregg, S 29, O 41, N 29, D 33, Ja 29, Mr 37, Ap 39, My 31, Jn 39
- Letter Placement by the One-Inch Judgment Method, Jn 30

- Lloyd, Dr. Alan C., General Business: Student Projects that Will Intensify Learnings, Mr 17, Ap 17, Jn 35; Machine Transcription Course in Ten Lessons, My 11; Marchant Calculators Come to School, Ja 16; New 10-Lesson Kit for Teaching the 10-Key Adding Machine, O 12; Remington Standard Has New Margin Arrangement, N 9; There's a New Allen Typewriter, Ja 13; a New IBM, My 25; a New Smith-Corona, Mr 16; a New Underwood, Ap 13; Visual Display, My 17
- Machine Transcription Course in Ten Lessons, My 11
- Madison, Dr. George W., Transcribing Machines: A Program for Improving Instruction on Them, O 25
- Mailable Transcript Speed Test, No. 1, Mr 15; No. 2, Ap 35; No. 3, My 27
- Make Your Own Desk Lectern, S 32
- Marchant Calculators Come to School, Ja 16
- Master List of Supplies for the Business Department, My 14
- Maxwell, Gerald W., How to Teach the Financial Page, D 16; Try Taking a Field Trip, Mr 21
- McGill, Esby C., How Emporia Remodeled Its Faculty Offices, N 10; Visual Display, My 17
- Meaning of Routine in Clerical Work, The, F 10
- Mereness, Ann, New Business Equipment, S 48, O 56, N 48, D 48, Ja 48, F 48, Mr 56, Ap 56, My 48, Jn 54
- Miller, Thomas E., Fundamental Problems in Distributive Education, Jn 19
- Modern Building for Business Training in Chicago, at Luther High School North, My 7; The New California State College at San Francisco, Jn 13
- Modern Planning for Business Training: Cupboards at Emporia State, D 14; Hamilton, Ohio, D. E. Room, N 18; High School on a Hillside, O 9; in South San Francisco, S 13
- Moran, W. A., Most-Common Three-Letter Sequences, Jn 37
- Motivation in Special Drives, My 23
- Mount, Dick, Summer School: Earn Your Way, Ap 25
- Mulkerne, Dr. Donald J. D., Two Projects in Business Letter Writing, Ap 19
- Murray, Joseph J., My favorite device for teaching typewriting: A Salary-Plan Project, My 13
- Museum Exhibit, The, F 30
- Musselman, Dr. Vernon A., Try Using News to Start Units, M 24; Visual Display, My 17
- Neuenhaus, Arthur F., Using Slides in Typewriting, Ap 33
- New Business Equipment, see Special Features
- New 10-Lesson Rem-Rand Kit for Teaching the 10-Key Adding Machine, O 12
- New York University Has Developed New Facilities for Retailing Students, Ap 20
- Noma—First Aide to Business Teachers, Ja 7
- Noma Co-operation, see Balsley, Place, Willett
- Now You Can Buy Dictation on the Road, Ja 31
- Number Control Drills, A, 37, My 29
- Office Machines, see Goodwin, Huffman, Lloyd, Thomas
- Office Routines, see Huffman
- One Year of Typing in Eight Summer Weeks, O 38
- Oomph—My favorite shorthand teaching device, Ja 22
- Packer, Dr. Harry Q., Using a Tape Recorder to Enrich Instruction, D 27
- Paper, see Balsley, Krause
- Pearson, Dr. Karl G., The Small-Loan Business—Saint or Sinner, N 13, D 9, Ja 9
- Pitfalls in Journalizing, N 20
- Pitfalls in Posting, D 18
- Place, Dr. Irene, Noma—First Aide to Business Teachers, Ja 7
- Practical Business Experiences Should Start with Work Right in the School, F 19
- Price, Dr. Ray G., Try Using a Flannel Board, Mr 19
- Principles to Follow in Setting Up a Clerical-Practice Course, S 16
- Problems of Beginning Teachers in Secretarial and Office Practice, The, Ja 23
- Professional Reading, see Special Features
- Professional Report, see Special Features
- Projectors, see Gibson; also New Business Equipment
- Projects in Advertising, Mr 17; After-School Employment, Ap 18; Banking Services, Mr 18; Brands and Weights, Mr 18; Bulletin-Board Display, My 20; Consumer Studies, O 33; Filing, Ap 18; General Business, Mr 17; Ap 17, My 13, My 20, Jn 35; Postal Services, Jn 36; Record-keeping, My 20; Retailing Displays, Ap 20; Salary Plan, My 13; Secretarial Practice, Ap 19, 21; Shipping Services, Jn 35; Telegraph Services, Jn 36; Telephone Services, Jn 36; Transportation, Ap 17
- Punctuation Previews, F 26
- Pursell, Samuel W., School Bank, Washington, Mr 7
- Quoting Doctor Gregg, see Special Features
- Radio Programs, Jn 41
- Recorders, see Goodwin
- Recordkeeping, see Heiges
- Remington Standard Has New Margin Arrangement, N 9
- Researches, D 29
- Ribbon Demonstration, N 25, N 31
- Rockefeller, Miriam, New York University Has Developed New Facilities for Retailing Students, Ap 20
- Rogers, Fern J., Rubicam's, St. Louis, Historical Note, D 30
- Rosenblum, Irving, The Museum Exhibit, F 30; Try Using an Arithmetic Bee, Mr 20
- Rotation Schedules, F 14
- Routine and Materials for Teaching Chronological Filing to Slow Learners, Mr 30
- Royal Celebrates Its Golden Anniversary, Jn 34
- Royal's New "Magic Tab," S 10
- Royer, Mrs. B. M., My favorite transcription device: Spelling Analysis Chart, My 12
- Rubicam's, St. Louis, Historical Note, D 30
- Satlow, Dr. I. David, Getting Ready for September, S 21
- Schlichting, A. A., Another Simplified Keyboard, D 11
- Schmidt, Geraldine T., Modern Building for Business Training in Chicago's Luther High School North, My 7
- School Bank, Washington, Mr 7
- Secretarial Practice Course, see Hicks
- Selden, William, How to Present a Unit on Automobile Insurance, O 14
- Selling, see Hecht
- "Self Life" of Supply Items, My 15
- Shorthand, see Budish, Dickinson, Duckwall, Dyer, Fosdick, Gamble, Goodwin, Moran, Shostak, Sr. M. Therese, O.S.F.
- Shorthand Carols, D 13
- Shostak, Rosalyn R., Oomph—My favorite shorthand teaching device, Ja 22
- 60-Day-6% or 360-Day-1%, S 18
- Small Loan Business, see Gane, Pearson
- Social-Study Techniques, see Heimer
- Some Number Drills for Students of Record Keeping, Mr 12
- Special Features, Business Scene, S 4, O 6, N 4, D 4, Ja 4, F 4, Mr 4, Ap 7, My 4, Jn 3
- Distributive Education, S 30, O 42, N 30, D 34, Ja 30, F 34, Mr 38, Ap 40, My 32, Jn 40
- New Business Equipment, S 48, O 56, N 48, D 48, Ja 48, F 48, Mr 56, Ap 56, My 48, Jn 54
- Professional Reading, S 31, O 43, N 31, D 35, Ja 31, F 35, Mr 39, Ap 41, My 33, Jn 41
- Professional Report, S 41, O 50, N 41, D 43, Ja 41, F 43, Mr 49, Ap 51, My 43, Jn 51
- Quoting Doctor Gregg, S 29, O 41, N 29, D 33, Ja 29, Mr 37, Ap 39, My 31, Jn 39
- Teaching Aids, S 32, O 44, N 32, D 36, Ja 32, F 33, Mr 40, Ap 42, My 34, Jn 42
- Special Sections: Audio Visual Aids, D 21; Summer School, 1954, Ap 23; Things to Do in General Business, Mr 17; Transcribing Machines, O 25; Visual Display, My 17
- Spelling, see Royer
- Stationary Practices, see Balsley, Collins, Krause
- Statistics, O 39, Ja 25, F 11, A 14
- Steadman, Charles W., Fundamental Problems in Distributive Education, Jn 19
- Summer School: Ah, Scholars, Ap 29; Earn Your Way, Ap 25; Three F's, Ap 31
- Summer School Directory, Ap 23
- Supplies, see Collins, Thomas
- Surveys, D 21; also see Altman, Balsley, Hay, Sweetland
- Sweetland, Dean, After Checking with Businessmen, We Built a New Curriculum, Ja 14
- Take a Picture (Statistical) of Your Graduating Class, Ja 25
- Tape Recorders, see Packer; also New Business Equipment
- Tape Recording, N 27
- Teach "Loss" as Well as "Profit," Mr 33
- Teach the Columnar Cash Journal, Ap 32
- Teacher Training, see Summer Schools
- Teaching Aids, see Special Features
- Teaching Practices, see Barrord, Hale, Rosenblum, Sr. M. Therese; also Favorite Teaching Devices
- Telephone Technique, see Frakes
- Television Programs, Jn 41; see also Green, Gress
- Ten Suggestions about Teaching Manual Typists to Use Electrics, F 27
- Testing Program, see Dickinson
- There's a New Allen Typewriter, Ja 13
- There's a New IBM, My 25
- There's a New Smith-Corona, Mr 16
- There's a New Underwood, Ap 13
- Therese, Sister M., O.S.F., Challenge in Teaching Shorthand, Jn 23
- Things to Do in General Business, Mr 17
- Thomas, Dr. Archie C., Go After What You Need in Your Typing Laboratory, D 7
- Three Fundamental Bookkeeping Formulas, S 25
- Today's Secretary Dictation Transcript, S 34, O 46, N 34, D 38, Ja 34, F 36, Mr 42, Ap 44, My 36, Jn 44
- Totten, Florence, One Year of Typing in Eight Summer Weeks, O 38
- Transcribing Machines, see Duckwall, Gibson, Madison
- Transcribing Machines: A Program for Improving Instruction on Them, O 25; For Shorthand Practice, O 27; If You Cannot Buy Them, Rent Them, O 29
- Transcription, see Balsley, Bell, Dickinson, Duckwall, Gamble, Gavin, Kruger, Lloyd, Royer, Ulrich
- Transcription Awards Programs Starts in March, F 15
- Transcription tests, F 15, Mr 14, Ap 34, My 26
- Trial-Balance Trouble, Ja 20
- Try a Local-Industry Approach, Mr 23
- Try Taking a Field Trip, Mr 21
- Try Using a Flannel Board, Mr 19
- Try Using an Arithmetic Bee, Mr 20
- Try Using News to Start Units, Mr 24
- Two Projects in Business Letter Writing, Ap 19
- Typewriters, see Lloyd, Schlichting, Thomas, Willins, Winger
- Typing, see Balsley, Barrord, Connelly, Dickinson, Fedor, Green, Gress and Neuenhaus, Gross, Huffman, Jensen, Murray, Totten, Ward, Willins, Winger, Wood
- Typing Drills . . . for Accuracy Control, F 16; for Number Control, Ap 36, My 28, Jn 28; for Speed, Ja 18; for Technique, Mr 10
- Ulrich, Florence Elaine, Are You Using the "Mailable Transcript" Tests, Ap 34; Here's the Third of the "Mailable Transcript" Tests, My 26; Here's Your New Transcription Booster, Mr 14
- Using a Tape Recorder to Enrich Instruction, D 27
- Using Slides in Typewriting, Ap 33
- Visual Aids, see Gress and Neuenhaus; also Special Sections
- Visual Display, My 17-23
- Visual Display: The Montage, My 17; The Poster, My 18; The "Project" Bulletin Board, My 19; The "Special Goal" Display, My 23; The "Tone" Bulletin Board, My 22
- Ward, Ruth B., Bulletin Board Display, D 12
- "We Did Something about Correct Telephone Technique," O 22
- We Must Learn from "T.W.I.," F 7
- We Worked Together, N 7
- What Business Letters Really Look Like, Mr 32
- What Businessmen Want in Application Letters, S 7
- What Should We Teach about Paper, F 21
- What We Now Know about Electrics, My 30, Jn 7
- White, Jane F., Teaching Aids, S 32, O 44, N 32, D 36, Ja 32, F 33, Mr 40, Ap 42, My 34, Jn 42; Visual Display, My 17
- Willett, Kenneth B., We Worked Together, N 7
- Willins, Stella, How to Use Royal's "Carriage Tension Control," F 18; Royal's New "Magic Tab," S 10
- Winger, Dr. Fred, Typing Drills for Control, F 16; for Speed, Ja 18; for Technique, Mr 10; What We Now Know about Electrics, My 30, Jn 7
- Wood, Marion, First Lesson in Typewriting—When You Use Electric Machines, N 23; Ten Suggestions about Teaching Manual Typists to Use Electrics, F 27
- Work Experience, see Cambier